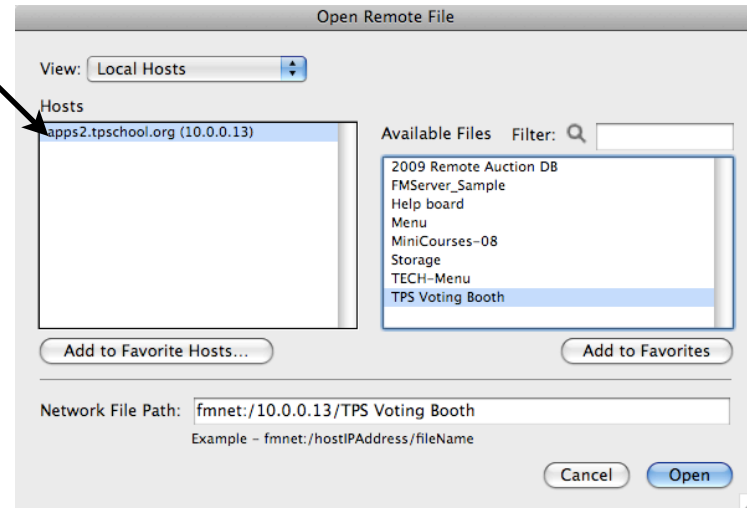
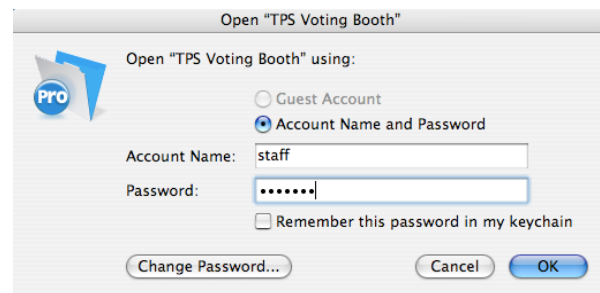
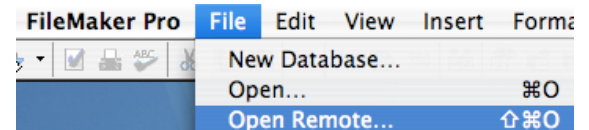


Voting for Student Council Using FileMaker Pro



Important: Since there is only 1 username and password for the entire school, not separate ones for each voter, students would be able to change each other's votes. Therefore, a faculty or staff member must act as the "voting booth", calling up each child's ballot for them.

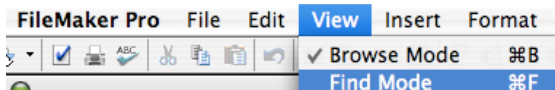
1. Open FileMaker Pro.
2. Go to the file menu and choose "Open Remote".
3. Click on "apps2" in the hosts list. Click on "TPS Voting Booth" in the available files list. Click the "Open" button.
4. Type in "staff" as the account name and the secret



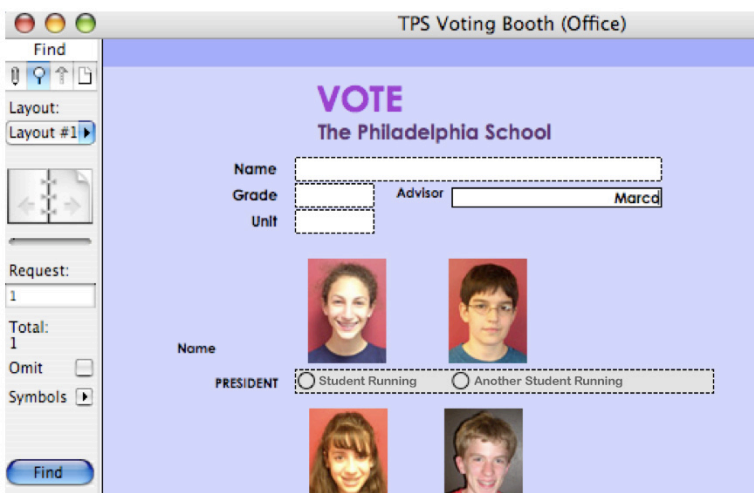
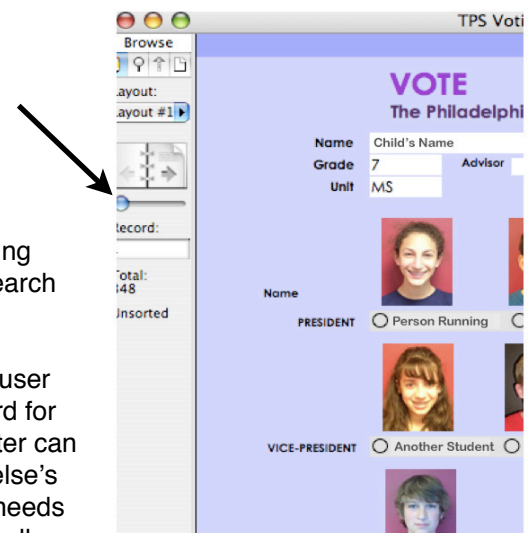
password. Ask the Director of Technology if you are unaware of the password.

5. You will then see the ballot with records for every current K through 7th grade student and every faculty and staff member.

6. You can narrow the records to find just your students. Click on the View menu and choose "Find Mode".



7. You can find your advisees by typing your name in the "advisor" field, or search by unit, grade, or name. Click the blue "Find" button on the left.



Since there is one user name and password for everyone, each voter can change someone else's vote. The teacher needs to be the guide to call up the student's record; allowing them to vote without scrolling through other votes and seeing or changing them.

If a student decides to change their vote, they can just by clicking on the other candidates button. When you are finished, close the database or quit the program. All votes are automatically saved and will be tallied for you.